

Public Employees Local 71 (LTC)

REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DHSS/Alaska Psychiatric Institute	PCN: 06-2558, 06-2559, 06-2560
JOB CLASS/TITLE: Maintenance Generalist - Journey	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 54A	PAY WAGE: \$ 22.16/hr.+DOE
CITY LOCATION: EBA -Anchorage	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER:907-279-7171 EMAIL ADDRESS: tracy@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO TYPE: TYPE: Background Check per AS 47.05.3000-47.05.390 through H&SS Alaska Background Check Program	COMMENTS: Employment is contingent upon passing background check.

JOB DESCRIPTION:

In observance of strict safety and security requirements, under the general direction of the Maintenance Lead Worker, the incumbent performs installation/replacement, maintenance and repair of buildings and building systems in a secure psychiatric hospital setting. The incumbent must have the ability to complete all duties, functions, and tasks independently with minimal supervision.

Plumbing/Pipe Fitting: Assist with, the repair, maintenance, and installation of various plumbing, heating, and refrigeration fixtures and devices. HVAC (Heating, Ventilation, Air Conditioning): Knowledgeable in the repair, replacement and preventative maintenance of air handling units, heating coils, cooling coils, refrigeration units, exhaust fans, air compressors, gas fired boiler systems, and pump components. Knowledgeable in operation, repair and maintenance of heating controls, systems, and Apogee DDC Monitoring Systems. Operate, repair and maintain hot water, forced air and electric heating systems. Operate, repair and maintain gas-fired boiler systems. Operate computer-controlled HVAC systems. Perform preventative maintenance and repair of foregoing heating systems to include heating coils, piping, circulating pumps, air handling units and associated drive motors, belts, greasing and oiling pump bearing assemblies, motors and changing of duct-mounted filters. Operate, repair and maintain air conditioning systems.

Maintain, repair, and install electrical and manual industrial, medical, and patient care appliances and equipment including but not limited to; dishwashers, walk-in refrigerators and freezers, ranges, ovens, grills, fryers, toasters, mixers, coffee makers, drink dispensers, ice makers, meat grinders, slicers, trash compactors, steam kettles, pressure cookers, warming racks, vacuums, buffers, carpet shampoos, washers and dryers, humidifiers, blow dryers, shavers, curling irons, televisions, radios, wheel chairs, diagnostic equipment. Electrical: Assists with tasks to install, maintain, troubleshoot and repair electrical system components to include circuit breakers and fuses, main and secondary electrical panels, conduits, junction boxes, switches and outlets.

Removes sewage clogs by means of chemicals, hand augers, power augers and cutting of pipe.

Carpentry: Performs skilled work in surface preparation, finishing and painting of interior and exterior surfaces. Uses methods, techniques, devices, and materials that are best suited to the surface, for the required finish. Performs Carpentry to repair and/or build total structures or specialized parts of structure. Plans, designs, alters, constructs, and repairs building surfaces, furniture, custom cabinets in various areas of the hospital. Performs skilled and semi-skilled work in repair, maintenance and installation of doors/frames, windows/frames, floor coverings, and ceiling systems and their associated components.

Performs repair of office furniture and equipment. Move office furniture and equipment. Repair and replace locks and locking devices. Maintain stock control of repair parts. Install and maintain indoor and outdoor signs. Repairs and mounts wall hangings on walls.

Inspecting fire extinguishers, initiating facility fire drills, etc.

Fills in and assists with various other projects throughout the hospital including snow removal, grounds maintenance, and other general maintenance activities.

Requests parts and supplies necessary to complete tasks.

Creates and documents work requests in Maximo Maintenance Management Software.

Perform additional duties as assigned.

SPECIAL REQUIREMENTS

Successful completion driving history check required prior to employment. Possess and maintain valid Alaska Driver License to operate state-owned vehicles on public roads required by 2 AAC 90.420, Application for Driver’s License.

Crisis Prevention Institute training provided upon hire.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Frequent use of various manual, electrical, mechanical, and diagnostic tools and hardware including but not limited to; disc grinder, Sawzall, dremel motors, molding heads, bench grinder, line tracer, drill press, OHM meter, jointer, conduit bender, weed trimmer, volt meter, jigsaw, propane torch, disc sander, amp meter, acetylene torch, hole auger, hand tools, gear puller, soldering pencil, ram set, router, micrometer, 4x4 pickup truck, paint sprayer, snow blower, glue gun, airless paint sprayer, concrete saw, pipe threader, scroll saw, snow plow, drain snake, skill saw, rivet gun, respirators, back hoe, arc welder, farm tractor, light meter, table saw, soldering gun, saber saw, wood lathe, radial arm saw, vibrator sander, power planer, drill motor, bench buffer, power lawn mower, power miter box, pipe cutter, belt sander, rotary hammer, caliper, kick bender, carpet cleaner, vacuum, floor buffer, etc.

Use of blueprints, plans, schematics and specifications.

TYPE OF POSITION

<input checked="" type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

In observance of strict safety and security requirements, under the general direction of the Maintenance Lead Worker, the incumbent performs installation/replacement, maintenance and repair of buildings and building systems in a secure psychiatric hospital setting. The incumbent must have the ability to complete all duties, functions, and tasks independently with minimal supervision.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Building Repair		
E/M	% of Time	Duty Statement
E	80 %	<p>Plumbing/Pipe Fitting: Assist with, the repair, maintenance, and installation of various plumbing, heating, and refrigeration fixtures and devices.</p> <p>HVAC (Heating, Ventilation, Air Conditioning): Knowledgeable in the repair, replacement and preventative maintenance of air handling units, heating coils, cooling coils, refrigeration units, exhaust fans, air compressors, gas fired boiler systems, and pump components. Knowledgeable in operation, repair and maintenance of heating controls, systems, and Apogee DDC Monitoring Systems. Operate, repair and maintain hot water, forced air and electric heating systems. Operate, repair and maintain gas-fired boiler systems. Operate computer-controlled HVAC systems. Perform preventative maintenance and repair of foregoing heating systems to include heating coils, piping, circulating pumps, air handling units and associated drive motors, belts, greasing and oiling pump bearing assemblies, motors and changing of duct-mounted filters. Operate, repair and maintain air conditioning systems.</p>
E	15 %	<p>Maintain, repair, and install electrical and manual industrial, medical, and patient care appliances and equipment including but not limited to; dishwashers, walk-in refrigerators and freezers, ranges, ovens, grills, fryers, toasters, mixers, coffee makers, drink dispensers, ice makers, meat grinders, slicers, trash compactors, steam kettles, pressure cookers, warming racks, vacuums, buffers, carpet shampoos, washers and dryers, humidifiers, blow dryers, shavers, curling irons, televisions, radios, wheel chairs, diagnostic equipment. Electrical: Assists with tasks to install, maintain, troubleshoot and repair electrical system components to include circuit breakers and fuses, main and secondary electrical panels, conduits, junction boxes, switches and outlets.</p> <p>Removes sewage clogs by means of chemicals, hand augers, power augers and cutting of pipe.</p> <p>Carpentry: Performs skilled work in surface preparation, finishing and painting of interior and exterior surfaces. Uses methods, techniques, devices, and materials that are best suited to the surface, for the required finish. Performs Carpentry to repair and/or build total structures or specialized parts of structure. Plans, designs, alters, constructs, and repairs building surfaces, furniture, custom cabinets in various areas of the hospital. Performs skilled and semi-skilled work in repair, maintenance and installation of doors/frames, windows/frames, floor coverings, and ceiling systems and their associated components.</p> <p>Performs repair of office furniture and equipment. Move office furniture and equipment. Repair and replace locks and locking devices. Maintain stock control of repair parts. Install and maintain indoor and outdoor signs. Repairs and mounts wall hangings on walls.</p>

Functional Area Title: Support and Other Duties Assigned

E/M	% of Time	Duty Statement
E	5 %	Inspecting fire extinguishers, initiating facility fire drills, etc. Fills in and assists with various other projects throughout the hospital including snow removal, grounds maintenance, and other general maintenance activities. Requests parts and supplies necessary to complete tasks. Creates and documents work requests in Maximo Maintenance Management Software. Perform additional duties as assigned.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Daily use of the PC computer. MS Office software, Maximo Maintenance Management software.

Occasional use of computer Apogee DDC system, RENO DDC Remote Notification system, and Temp Track refrigerator monitoring system.

Net Learning annual competency.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Frequent use of various manual, electrical, mechanical, and diagnostic tools and hardware including but not limited to; disc grinder, Sawzall, dremel motors, molding heads, bench grinder, line tracer, drill press, OHM meter, jointer, conduit bender, weed trimmer, volt meter, jigsaw, propane torch, disc sander, amp meter, acetylene torch, hole auger, hand tools, gear puller, soldering pencil, ram set, router, micrometer, 4x4 pickup truck, paint sprayer, snow blower, glue gun, airless paint sprayer, concrete saw, pipe threader, scroll saw, snow plow, drain snake, skill saw, rivet gun, respirators, back hoe, arc welder, farm tractor, light meter, table saw, soldering gun, saber saw, wood lathe, radial arm saw, vibrator sander, power planer, drill motor, bench buffer, power lawn mower, power miter box, pipe cutter, belt sander, rotary hammer, caliper, kick bender, carpet cleaner, vacuum, floor buffer, etc.

Use of blueprints, plans, schematics and specifications.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Guides and references used 1-2 times per month to perform the duties described include, but are not limited to: schematics, maintenance manuals, blueprints, parts books, rebuild manuals, procedure manuals, overhaul manuals, repair manuals, trade practices, Operation & Maintenance (O&M) manuals, I building code, Occupational Safety and Health Administration (OSHA) rules, Uniform Mechanical Code (UMC), Uniform Building Code (UBC), National Electric Code.

Occasional use of Joint Commission Standards, API Policy and Procedures, State of Alaska Policy and Procedures, Bargaining Unit Contract (Local 71), etc.

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

On normal maintenance activities, the level of authority and independence the incumbent of the position exercises includes deciding what should be done, what parts to order, how far to take a project before seeking additional guidance and/or resources and what standards apply. Methods and means of performing

tasks are usually left to the judgment of the incumbent with supervisory assistance available if needed.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

May have daily telephonic, in person and/or electronic contact with vendors, and staff to schedule work and verify completion. May have daily incidental contact with aggressive, angry, and otherwise moody patients ranging in age from children to the elderly. Has daily contact with a variety of hospital staff from office staff to patient care professionals. Receives requests and/or complaints and responds with corrective actions to coordinate and ensure that appropriate safety and therapeutic work is scheduled, performed and/or otherwise mitigated.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Potential consequences could range from: no harm to violating patient confidentiality to contraband, minor to severe injury of staff or patients. Facility/Systems catastrophic damage and/or failure.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Requires the ability to communicate clearly and effectively with staff and customers, as well as clear and effective writing and reading skills. Ability to hear, respond, and communicate via 2 way radio.

Skill to interpret drawings, blueprints, specifications and schematics is required to diagnose plumbing, heating, ventilation, electrical, fire detection/suppression systems, etc., in order to locate and resolve sources of malfunction and failure.

Skill to infer likely location and cause of building and building systems malfunctions and failures based in multiple skilled trades experience is required to maintain functional physical plant for a large complex secure institution. Knowledge of and adherence to agency safety, security and confidentiality policies, procedures and practices is essential for the incumbent of this position.

The Maintenance Generalist, Journey must have the comprehensive knowledge of the subject or occupational area and the ability to apply standard surface finishing techniques, woodworking techniques and shop mathematics.

Must have the knowledge and ability to perform fundamental electrical and plumbing maintenance/repairs on systems such as but not limited to; boilers/furnaces and heating/air conditioning systems.

Must have the ability to "see" in three dimensions and draw sketches required to make cut lists; computer applications used to create work orders; close work orders and maintain time; and key control program for management of the locks and key in the facility.

Must have good working knowledge of facility structural, architectural, and finishing carpentry; knowledge of lock repair.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or

regulation, such as the OSHA Bloodborne Pathogens Act).

Successful completion driving history check required prior to employment. Possess and maintain valid Alaska Driver License to operate state-owned vehicles on public roads required by 2 AAC 90.420, Application for Driver's License.

Background Check per the statutory requirements of AS 47.05.300-47.05.390, federal requirements, and 7 AAC 10.900-7 AAC 10.990.

Crisis Prevention Institute training provided upon hire.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting		P		
Walking				F
Standing				F
Running	N			
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling		P		
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs			O	
Driving cars, light duty trucks			O	
Driving heavy duty vehicles		P		
Using floor mounted foot controls to operate equipment (e.g., not driving a car)		P		
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)			O	
Fine manipulation with fingers			O	
Pinching with fingers			O	
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces		P		
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance			O	
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading			O	
Distinguishing odors by smell			O	
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather			O	
Work in/exposure to cold water			O	
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)		P		
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)			O	
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment			O	
Work around moving mechanical parts			O	
Work on and off moving equipment	N			
Work on slippery or uneven surfaces			O	
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels				O
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)				O
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)		P		
Exposure to needles or sharp implements (e.g., hospital, kitchens)		P		
Use of hot equipment (e.g., kitchen ovens, lab equipment)		P		
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment				O

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Restraining/grappling with people in a psychiatric hospital setting		P		
Exposure to aggressive/angry people in a psychiatric hospital setting				F

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Exposed to the physical hazards and emotional stress of unstable/unpredictable, substance abusing/addicted, hostile and combative patients, that may become verbally assaultive and physically threatening. These hazards are reasonably anticipated in the normal and customary performance of the essential functions of this position. Patients may become dangerous and assaultive until they can be calmed or physically restrained.